

# KANKAKEE PUBLIC LIBRARY

## ASSISTANT DIRECTOR JOB POSTING

The Kankakee Public Library District is seeking a compassionate, dynamic, and adaptive professional to provide library leadership as the Assistant Director. Join a thriving and diverse library culture with a creative, talented team. We enjoy great support from our patrons and are the cultural and educational hub of Downtown Kankakee.

This full-time (37.5 hours) position, under the supervision of the Library Director, assists the Director with management of the library, and is responsible for staff training, public information, downtown event leadership, and technology.

### **Essential Job Duties and Responsibilities:**

- Serves as the person in charge of the library in the absence of the Director
- Responsible for planning and implementing staff development and in-services
- Responsible for coaching and enhancing supervisory skills of department heads
- Conducts all new staff orientations
- Acts as HR Coordinator for library staff
- Assists the director in developing of policies, goals, objectives, and general planning activities of the library
- Participates in the overall development of the library budget
- Manages Kankakee Events Partnership, and is primary coordinator in Merchant Street MusicFest
- Assists the Director with regular reports to the Board of Trustees involving marketing, facilities, technology, and circulation.
- Manages IT outsourcing, oversees technology upgrades, and coordinates technology projects
- Assists the Operations and Building Support Supervisor with facilities and grounds projects and maintenance
- Seeks out, prepares, and manages grants
- Leads and/or facilitates library committees
- Manages the development of marketing to effectively inform the community about library services and promote a strong library presence in Kankakee
- Serves as a liaison to the community. Along with director, represents and promotes the library by actively participating in community organizations
- Attends conferences, workshops, and meetings. Stays informed of trends and developments in library management, services, and technology
- Regularly scheduled to be building supervisor on an evening and/or a Saturday
- Performs other duties as assigned

### **Qualifications:**

- Bachelor's Degree
- Master's Degree in Library Science/Library Information Studies or related field preferred
- Minimum of five years of library supervisory experience
- Excellent communication and interpersonal skills
- Knowledge of budget, personnel, and facilities management
- Knowledge of practices of public administration, management techniques, marketing strategies, technology, and community relations
- Ability to uphold confidential information related to patron information, personnel records, and library business

### **Working Conditions/Physical Requirements:**

- Work involves crouching, kneeling, bending, and reaching to access library materials and execute library programs. This position is responsible for lifting up to 25 pounds and pushing book carts that can weigh up to 100 pounds.
- This position may be required to travel throughout Illinois and the surrounding areas to attend conferences, workshops, and meetings.

**Full Time  
Hours:**  
37.5 hours/week  
**Salary:**  
\$65,000/year

**Application Deadline:** February 13, 2023

**Application Note:** Interested applicants should email a letter of interest, resume, and three professional references to Library Director, Allison Beasley, at [abeasley@lions-online.org](mailto:abeasley@lions-online.org)

**Application Contact:** Allison Beasley

**Apply To:** Kankakee Public Library, 201 E. Merchant Street, Kankakee, IL 60901

**Email address:** [abeasley@lions-online.org](mailto:abeasley@lions-online.org)

**Web:** [lions-online.org](http://lions-online.org)